

# PROJECT MANAGEMENT SIGN-OFF EMAIL SAMPLE TEMPLATE

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## PROJECT SIGN-OFF

### Authorization Memorandum

Dear \_\_\_\_\_, I have carefully assessed the specifications and deliverables for the \_\_\_\_\_.

MANAGEMENT CERTIFICATION: Please check the appropriate statement:

\_\_\_\_\_ The project deliverables are accepted.

\_\_\_\_\_ The project is accepted pending the issues noted (below).

\_\_\_\_\_ The project is not accepted (for the reasons provided below).

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

\_\_\_\_\_  
NAME  
Project Manager

DATE

\_\_\_\_\_  
NAME  
Director

DATE

*Add other names and roles as necessary.*

#### ISSUES LIST

*Detail any unresolved issues.*

ISSUE ID	ISSUE DESCRIPTION	STATUS

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